

Step No.	Operation	Key Points or Notes
15.	Boxes sent to mail section for following operations:	
	(a) Postage entered on envelope by means of meter.	
	(b) Envelopes classified by major city.	
	(c) Date and file storage stamp entered on file.	
	(d) Registration No. entered on envelope and corresponding file.	
	(e) Addressee, his city or town and registration No. on envelope entered in registration book.	Three copies prepared - one retained in book, two sent to Post Office of which one returned to Passport Office and filed chronologically.
	(f) Envelopes tied in bundles of 30 and placed in mail bags.	
16.	Applicants files sent to file storage room.	